

Approved For Release 2001/08/10 : CIA-RDP78-04718A002600040019-1

18 February 1938

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Coordination)

SUBJECT : "On Duty" Strength During Hazardous Weather Conditions.

1. In response to the many queries concerning whether or not employees of this Agency should be present for duty during the next few days when weather conditions are predicted to be hazardous, it is reasonable to assume that one of the following conditions shall apply to the Government as a whole:

- a. Employees will be permitted to be absent on "administrative leave" (without charge to annual leave) unless it is absolutely essential that they be on duty, or
- b. Employees will be permitted to be absent with such absences charged to "annual leave" unless it is absolutely essential that they be on duty, or
- c. Employees will be permitted to be absent with such absences charged to administrative or annual leave at the discretion of agency heads, unless it is absolutely essential that they be on duty, or
- d. Full work schedules will be resumed without special provisions governing absences.

2. It is recognized that reporting for duty during such hazardous conditions is extremely difficult for many of our people and impossible for some, and that parking in the vicinity of Agency buildings is extremely limited. In fact, anything like the number of cars normally driven to work may create traffic problems that would prevent those who absolutely must be on duty from reaching their posts on time. Therefore, it is reasonable to assume that we must anticipate and encourage some absenteeism during this period. However, we are a critical Agency with a vital mission to perform, and we must have a sufficient number of personnel on duty to carry out our essential work. In the absence of specific instructions insofar as individuals are concerned, they should report for duty if they can do so without unreasonable difficulty or hardship. The determining factor should not be whether annual leave is to be charged.

3. It is the responsibility of each Deputy Director to determine the number and types of personnel to be absent during this period.

For the Director of Central Intelligence:

DD/S:LKW:laq
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